



**Auditor**  
**Charles E. Walder**  
*Chief Fiscal Officer*

**Return Voucher Form**

Date: **08/17/2021**

To: Elected Official, Department head, or Accounting Staff of **Juvenile Court**

From: Auditor's Office Fiscal Department

SUBJECT: **Batch # 2021-00002394**

<input type="checkbox"/> Dept. Head Signature Missing on Cover	<input type="checkbox"/> Incorrect Vendor Numbers (s)
<input type="checkbox"/> Incorrect Account Number	<input type="checkbox"/> Incorrect/No Encumbrance No.
<input type="checkbox"/> Incorrect Remit Address	<input type="checkbox"/> Incorrect Voucher Amount
<input type="checkbox"/> Insufficient Cash Balance Available	<input type="checkbox"/> Incorrect G/L Date
<input type="checkbox"/> Batch not Approved in New World	<input type="checkbox"/> Expense Precede Encumbrance
<input type="checkbox"/> Insufficient Balance Available on PO	<input type="checkbox"/> Remit Copy Missing
<input type="checkbox"/> Missing Original Invoice/Supporting Documents	<input type="checkbox"/> Due Date Deadline Missed
<input type="checkbox"/> Missing "OK to Pay" Initials/Signature	XXXX Other

Solution: A copy of the court newsletter card that is to be mailed is requested to support this postage expense.

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**Courthouse Annex, 231 Main Street, Suite 1A, Chardon, OH 44024-1293**

Direct Line: (440) 279-1600

FAX: Fiscal Office (440) 279-2184 \* Real Estate/Appraisal (440) 286-4359

Web site: <http://www.auditor.co.geauga.oh.us>

Email: [auditor@co.geauga.oh.us](mailto:auditor@co.geauga.oh.us)

**AUDITORS CERTIFICATION OF FUNDS**  
O.R.C. 5705.41D

Geauga County, Chardon, Ohio January 4, 2021

I HEREBY CERTIFY that the money required to meet the foregoing contract, agreement, or obligation in the sum of

\$16,750.00

has been lawfully approved, authorized or directed for such purpose and is in the Treasury or in the process of collection to the credit of the fund listed next to the item below, free from any previous encumbrances.

**CHARLES E. WALDER**  
GEAUGA COUNTY AUDITOR

by \_\_\_\_\_, Deputy Auditor  
GEAUGA COUNTY FEDERAL I.D. NO. 34-8001208  
SALES AND USED TAX EXEMPTION - POLITICAL SUBDIVISION  
STATE OF OHIO

FOR AUDITORS USE ONLY	Date: _____
Then and Now Certificate: _____	
Warrant Received by: _____	
Date: _____	

**SHIP TO:**

GEAUGA COUNTY

PROBATE / JUVENILE COURT -JUDGE GRENDALL

231 MAIN STREET SUITE 2

CHARDON, OH 44024

WARRANT NO.	VOUCHER DATE	VOUCHER AMOUNT
1109641	8/16/21	4239.26
P.O. DATE	ADJUSTMENT	ACCOUNT NO.
01/04/2021	dr.	
1099 AMT.	cr.	

PURCHASE ORDER NO. 2021-00000369 ✓

GEAUGA CO. BOARD OF COMMISSIONERS: SESSION _____ RESOLUTION _____ JOURNAL _____ PAGE _____ BUDGET APPROVAL - ENCUMB _____ VOUCHER _____
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VENDOR I.D. NO. 52088

**PURCHASED FROM:**

**WEEKLEYS MAILING SERVICE**

1420 WEST BAGLEY ROAD

BEREA, OH 44017-2935

**INVOICE TO:**

GEAUGA COUNTY

PROBATE / JUVENILE COURT -JUDGE GRENDALL

231 MAIN STREET SUITE 2

CHARDON, OH 44024

*Kiribee Chan*  
DEPARTMENT HEAD SIGNATURE

QUANTITY	UNIT	FUND	DESCRIPTION	UNIT COST	TOTAL COST
1.0000	Each	1001	Other Expenses - Other Expenses ✓ 1001-007-57-901 - Other 16,750.00  2nd Q Letter -J	16,750.0000	\$16,750.00
TOTAL DUE					\$16,750.00

Geauga County Auditor

RECEIVED  
AUG 10 2021

IN THE COURT OF COMMON PLEAS  
JUVENILE DIVISION  
GEAUGA COUNTY, OHIO

2021 AUG -9 AM 9:48

PROBATE/JUVENILE  
DIVISION  
GEAUGA COUNTY, OHIO

**NOT  
FOR  
VETTING**

IN RE:

JUVENILE COURT  
EXPENDITURES  
WEEKLEYS MAILING SERVICE

) JUDGE TIMOTHY J. GRENDALL  
)  
)  
) ADMINISTRATIVE ORDER  
) 2021-320

Pursuant to R.C. 2151.10, 2151.40, and 319.16(A)(2), this order hereby directs timely payment by the Geauga County Auditor in the amount of \$4,239.26 (Four Thousand Two Hundred Thirty Nine Dollars and Twenty Six Cents) from 1001-007-57-901 to WEEKLEYS MAILING SERVICE, at 1420 WEST BAGLEY ROAD, BFERA, OH 44017-2935, for community outreach, which the Juvenile Court has determined to be an expenditure for a proper public purpose. Pursuant to R.C. 319.16(D), "if the auditor questions the validity of [this] expenditure... the auditor shall notify the court that presented the documents, shall issue the warrant under protest, and shall notify the auditor of state of the protest."

As an elected official and member of the judicial branch of county government, the Judge of the Geauga County Probate/Juvenile Court is authorized to fix the amount due to court vendors who perform services for the court. Therefore, pursuant to R.C 307.55 (A), this payment is to be processed "Live".

Kindly provide this Court with the original check which it will mail to the vendor.

IT IS SO ORDERED.

  
TIMOTHY J. GRENDALL, JUDGE

CC: Fiscal Director

# WEEKLEY'S MAILING SERVICE INC.

1420 W. Bagley Road Berea, Ohio 44017-2935  
Phone: (440) 234-4325 Fax: (440) 234-6502 eMail: weekleys@msn.com

GEAUGA COUNTY PROBATE/JUVENILE COURT  
ATTN: KIM LAURIE  
COURTHOUSE ANNEX, 2ND FLOOR  
231 MAIN STREET, SUITE 200  
CHARDON OHIO 44024

Date: ✓ August 5, 2021

INVOICE 83548

Purchase Order:

Phone:

FAX:

46,947

Postage for Court Newsletter card mailing

\$8,478.52

Must mail prior to the postal increase 8/29/21

PLEASE MAKE CHECK PAYABLE TO  
WEEKLEYS MAILING SERVICE

TOTAL DUE: \$8,478.52

Terms: Upon Receipt

J-2021-0369 - \$4239.26 ✓  
P-2021-0410 - \$4239.26  
8478.52